

APPLICATION FOR RECORDS RETENTION SCHEDULE

GEORGIA DEPARTMENT OF HUMAN RESOURCES
OFFICE OF ADMINISTRATIVE SERVICES
RECORDS MANAGEMENT UNIT

For instructions on completing this form contact DHR Records Management Unit, 47 Trinity Avenue, Atlanta, Georgia 30334. Phone - (404) 656-4976 GIST: 221-4983

DHR	1. GEORGIA DEPARTMENT OF HUMAN RESOURCES	ARCHIVES AND HISTORY
Application Date October 10, 1980	Title XX Administration SSIS Data Management Unit 618 Ponce de Leon Avenue, N. E. Atlanta, Georgia 30308	Application Number 74-343-A
Application Number DHR 80-37		Date Received OCT 21 1980
		Date Completed NOV - 3 1980

2. Person to Contact Mary Louise Lanier	Working Title Social Services Consultant	Telephone Number 894-4477
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3. Action Requested	Update: Items 1 & 6 Unit Name Item 2 Contact Person Item 7 File Arrangement Item 12 Retention period
a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. 74-343-A	Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void

4. Dates of Series Earliest 10/1/78	Latest to present	5. Records Series Title (followed by title used in office; if different) Title XX Social Services Information Report Files
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6. Division and Office Function	What is the function of the Division and the Office in which this record series is created?
<p>The SSIS Data Management Unit is responsible for preparing the State Title XX Comprehensive Annual Services Plan; development, implementation and maintenance of a computerized information system which will provide information to improve the management and quality of social services in the State; for the training of new field and area staff in the utilization of the system and the interpretation of management-produced reports; and for preparing required State and Federal reports for social services provided to eligible clients through Title XX funds.</p>	

7. Records Series Description	This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.
Documents relating to: Included are:	
<p>The file is arranged : according to form number; thereunder, numerically by county code number assigned by the Title XX Social Services Information Systems Data Management Unit.</p>	

8. Monthly Reference Rate	How often are records referred to which are:
One to six months old _____ ; seven to twelve months old _____ ; thirteen to twenty-four months old _____ ; twenty-five months and older _____ ?	

9. Annual Rate of Accumulation or Records
Letter-size drawers _____ ; Legal-size drawers _____ ; Shelves _____ ; Other (Specify) _____

YES	NO	10. Questionnaire (Place an "X" in the proper column)
		a. Is this the official copy of the series? If not, where is it?
		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
		c. Is this a vital record?
		d. Does this series have historical or long term research value?
		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
		f. Is the information contained in this series ever published? If yes, attach copy.
		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
		i. Is this series (or a major portion of it) regularly microfilmed?
		j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|--------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

Title XX Data Management Unit

☐ Calendar Year; ☐ Fiscal Year; ☒ Other quarterly then,

- ☒ Hold in the current files area _____ month(s) 1 year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☒ Transfer to State Records Center; hold 4 year(s); then
- ☒ Destroy
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

County and other DHR Offices

Cut off file at end of each Federal Fiscal Year (September 30); transfer to local holding area; hold 2 years; then destroy.

Printout (received quarterly)

same retention as forms

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
Mary Louise Lamer	10-3-80	Elizabeth W. Crank	10/3/80
		Elizabeth W. Crank, CRM State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)	State Auditor/Designee		10-30-80
	Secretary of State/Designee	Canale	10-27-80
	Attorney General/Designee	W. H. Hill	11-3-80

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GEORGIA DEPARTMENT OF HUMAN RESOURCES
OFFICE OF ADMINISTRATIVE SERVICES
RECORDS MANAGEMENT UNIT

For instructions on completing this form contact DHR Records Management Unit, 47 Trinity Avenue, Atlanta, Georgia 30334. Phone - (404) 656-4976 GIST: 221-4983

DHR Application Date November 16, 1978 Application Number DHR-107		1. GEORGIA DEPARTMENT OF HUMAN RESOURCES Title XX Administration Management, Planning & Development Section 618 Ponce de Leon Ave., N.E. Atlanta, Ga. 30306		ARCHIVES AND HISTORY Application Number 74-343-A Date Received NOV 16 1978 Date Completed JAN - 5 1979	
2. Person to Contact W. K. Price		Working Title Staff Supervisor		Telephone Number 894-4473	
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. 74-343-A Check One: <input type="checkbox"/> Change; <input checked="" type="checkbox"/> Supersede; <input type="checkbox"/> Void					
4. Dates of Series Earliest 10/1/78 Latest present		5. Records Series Title (followed by title used in office, if different) Title XX Social Services Information Report Files			
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Title XX Administration administers and monitors social service programs funded by Public Law 93-647, Title XX of the Social Security Act. This administration works with all divisions within the Department of Human Resources using Title XX funds; and with services purchased from agencies outside the Department. The divisions within DHR (using Title XX funds) include Family & Children Services, Mental Health & Mental Retardation, Physical Health, Vocational Rehabilitation, and Youth Services, as well as the Office of District Programs. The Management Planning and Development Section is responsible for preparing the State Title XX Comprehensive Annual Services Plan; development, implementation and maintenance of a computerized information system which will provide information to improve the Management and quality of social services in					
7. Records Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: maintaining documentation of services provided to clients receiving assistance in DHR Social Services programs. Included are: form 5511 (Rev. 7/78) [Basic Data Form] which shows primary client information: Soc. Sec. No., name, birthdate, sex, ethnic origin; child care and serial no. (DFACS only); and service provider identification: agency code, caseload no. name of provider, and date form completed. form 5518 (Rev. 8/78) [Service Provision Form -- Primary Client] shows eligibility, DFCS serial no., name of primary client, Soc. Sec. No., goal, goal status, ethnic origin, sex, date of birth, service components; form 5550 (Rev. 8/78) [Service Provision Form - Child Care] shows DFCS serial, name of primary client, Soc. Sec. No., date of birth, eligibility, goal, goal status, ethnic origin, and sex; and computer printout. The file is arranged: alphabetically by county; or, numerically by county code number assigned by Management Planning and Development Section.					
8. Monthly Reference Rate Daily One to six months old 15 ; Seven to twelve months old ; Thirteen to twenty-four months old ; twenty-five months and older ?					
9. Annual Rate of Accumulation or Records Letter-size drawers 6 ; Legal-size drawers ; Shelves ; Other (Specify)					

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. Federal Regulation: 45 CFR 205.50 and DHR policy concerning client
	X	c. Is this a vital record? [records]
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. Social Services Reports - attached
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? portions-county depts. & other DHR offices
	X	i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|-----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | <u>3</u> years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

Title XX Office

☐ Calendar Year; ☐ Fiscal Year; ☒ Other quarterly then,

- ☒ Hold in the current files area 6 month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☒ Transfer to State Records Center; hold 2 1/2 year(s); then
- ☒ Destroy
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

County & other DHR Offices

Cut off file at end of each Federal Fiscal Year (September 30); transfer to local holding area; hold 2 years; then destroy.

Printout (received quarterly)

same retention as forms.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature) <u>W. K. Price</u>	Date <u>11/9/78</u>	Records Management Officer (Signature) <u>Elizabeth W. Crank</u> Elizabeth W. Crank, CRM	Date <u>11/7/78</u>
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee <u>[Signature]</u>	<u>12-28-78</u>
		Secretary of State/Designee <u>[Signature]</u>	<u>12-22-78</u>
		Attorney General/Designee <u>[Signature]</u>	<u>12-29-78</u>

APPLICATION FOR RECORDS RETENTION SCHEDULE

Title XX Social Services Information Report Files

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6. the State; for the training of new field and area staff in the utilization of the system and the interpretation of management produced reports; and for preparing required State and Federal reports for social services provided to eligible clients through Title XX Funds.